

Dispatch Deliveries

The Delivery Dispatching screen will allow you to dispatch a delivery, cancel a delivery dispatch, or change the dispatch driver on multiple sites at the same time. The record on the grid can be filtered using the filters on the **Selection Criteria panel**.

Note that the Consumption Site, Dispatch, Cancel Dispatch, and Change Driver toolbar buttons are disabled by default. These buttons will be enabled when a record/s is selected in the grid row.

Button and Section Description

Search - This button loads the call entry records based on the specified filter on Selection Criteria section.

Consumption Site - This will open the Consumption Sites record of the selected row.

Dispatch - All the items on the grid that are selected will be marked as dispatched.

Cancel Dispatch - This button will cancel the dispatch for the selected records that had been dispatched.

Change Driver - This button will change the driver of all the selected records.

Selection Criteria - This will allow you to filter the call entry record on the grid area.

Include - This allows the user to filter the record by Will Calls and Dispatched Calls. If **Will Calls** is checked, the grid area will display the call entries that are not yet dispatched. While, if the **Dispatched Calls** is checked, the grid area will display the call entries that are already dispatched.

Pages

- [How to Dispatch a Delivery](#)
- [How to Cancel a Dispatch](#)
- [Cancel Dispatch](#)
- [How to Change the Dispatch Driver](#)
- [Search Driver](#)
- [How to Send an Email to Driver for Dispatch Delivery](#)
- [Exported File Via Digital Dispatcher](#)